

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF NEW YORK
CAREER OPPORTUNITY**

Position Title: **Clerk of Court**

Duty Station: One Bowling Green, New York NY 10004

Starting Salary Range: JSP 16-17(\$102,033-\$128,343)

Commensurate with qualifications and experience

Application Deadline: Until filled

Position Overview

The United States Bankruptcy Court for the Southern District of New York is accepting applications for the position of **CLERK OF THE BANKRUPTCY COURT**. Currently, the Court has 96 employees. The district includes the headquarters in Manhattan and two divisional offices: White Plains, NY and Poughkeepsie, NY. There are nine permanent and three recalled Bankruptcy Judges.

The Clerk of Court is appointed by the judges under the provisions of 28 U.S.C. Section 156. This is a high level management position which functions under the direction of the Chief Judge. The Clerk of Court is responsible for managing the administrative activities of the Clerk's Office and overseeing the performance of all statutory duties of the office.

The Clerk of Court consults with and makes recommendations to the judges regarding court policies and procedures; analyzes statutes, local rules and procedures affecting the operations of the court; prepares and manages the budget; conducts special studies as directed and prepares statistical and narrative reports; acts as liaison with various government agencies on matters necessary to court activities such as electronic filing of documents, and various fiscal and personnel matters; directs the court's financial functions including procurement and accounting. The Clerk hires and assigns personnel; oversees design and coordination of training programs; directs staff responsible for the processing of bankruptcy cases, the issuance of process, and the maintenance of official records in the custody of the court; supports employee, team and organizational learning and development to assure continued optimum functioning in a changing environment.

Qualifications and Experience

Candidate must have a performance history that demonstrates proven skills in managing limited resources against multiple demands, strong organizational prioritizing, problem solving and conflict resolution skills, and solid oral and written communication skills. Experience in office automation including automated case management system and a working knowledge of the Bankruptcy Code and Rules is preferred. Knowledge of legal terminology and procedures is required.

All applicants must have a minimum of 10 years of progressively responsible administrative experience in public or business sector which provides a thorough understanding of organizational, procedural and human aspects in managing an organization.

At least three of 10 years experience must have been in a position of substantial management responsibility. An attorney engaged in the active practice of law in either the public or private sector may substitute active practice on a year-for-year basis for the management and administrative requirements. An undergraduate or post graduate degree in public or judicial administration or law, or a related field, may also be substituted.

The Selection Process- All applications will be screened by the judges of the court. The best qualified applicants will be invited for personal interviews, and follow-up interviews of the most competitive candidates may be required. A background check may be performed.

Application Procedures

Interested applicants should submit cover letter, resume with salary history and job references (with ten copies on 3-hole punch paper) to:

Personal and Confidential
The Honorable Stuart M. Bernstein
Chief, U.S. Bankruptcy Judge
United States Bankruptcy Court, SDNY
One Bowling Green
Department SBW
New York, New York 10004-1408

Note: Applicants selected for interview will be notified by the court.
The United States Bankruptcy Court is an Equal Opportunity Employer